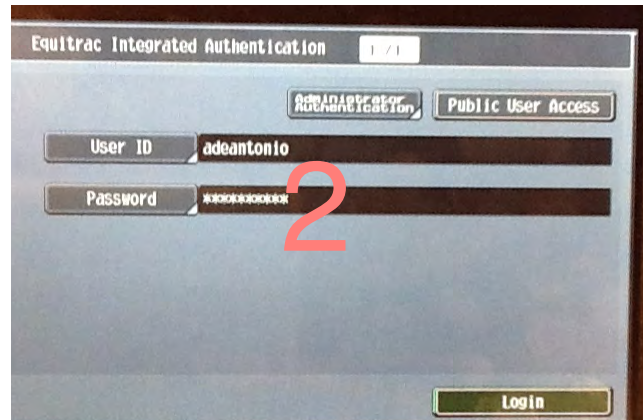
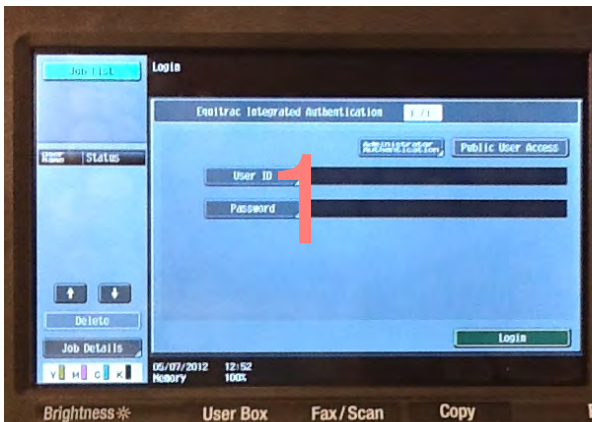


Using the Copy Machine for Scanning

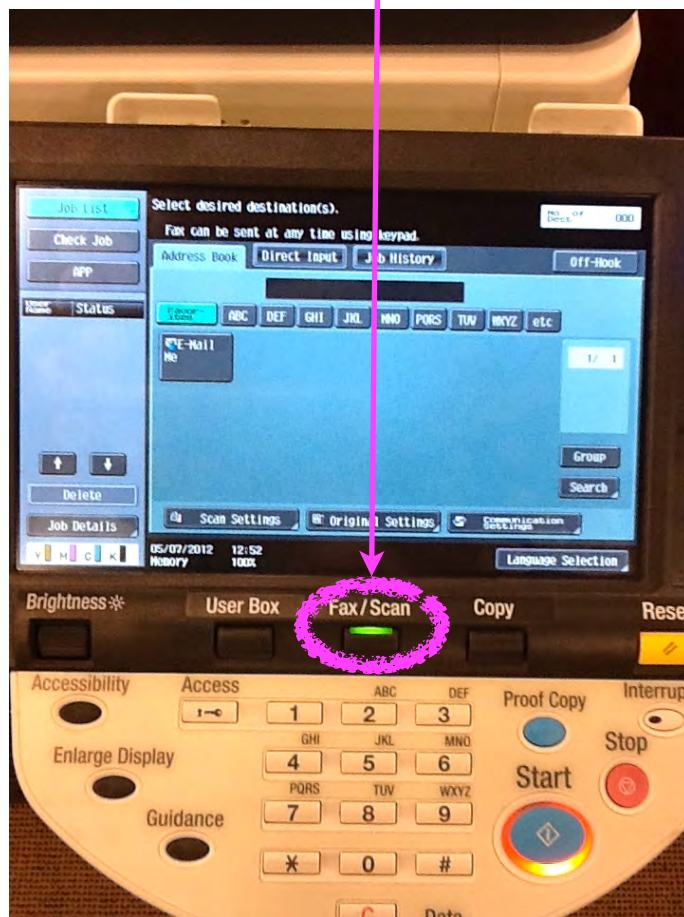
Scanning to My Email Account

Step 1: Log on to the machine.



Step 2: Select the "Fax/Scan" option from the buttons.

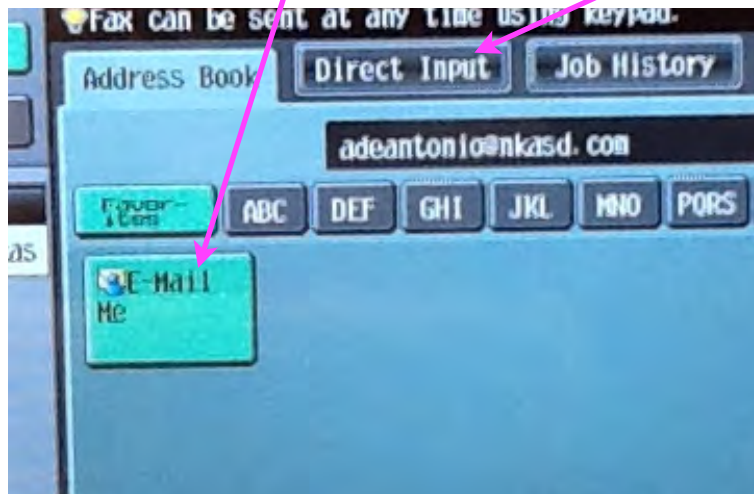
"Scanner" is properly selected when the green light on the "Fax/Scan" button is lit.



Using the Copy Machine for Scanning

Step 3: Select where the scanned document will be sent. To scan a document and have it sent to your email account select "E-Mail ME", place your document in the feed tray or on the glass and press the "Start" button. **If you want to edit the document name or email subject, see pages 4-6.**

* If the "E-mail Me" option is unavailable to you please use the "Direct Input" option (see below).

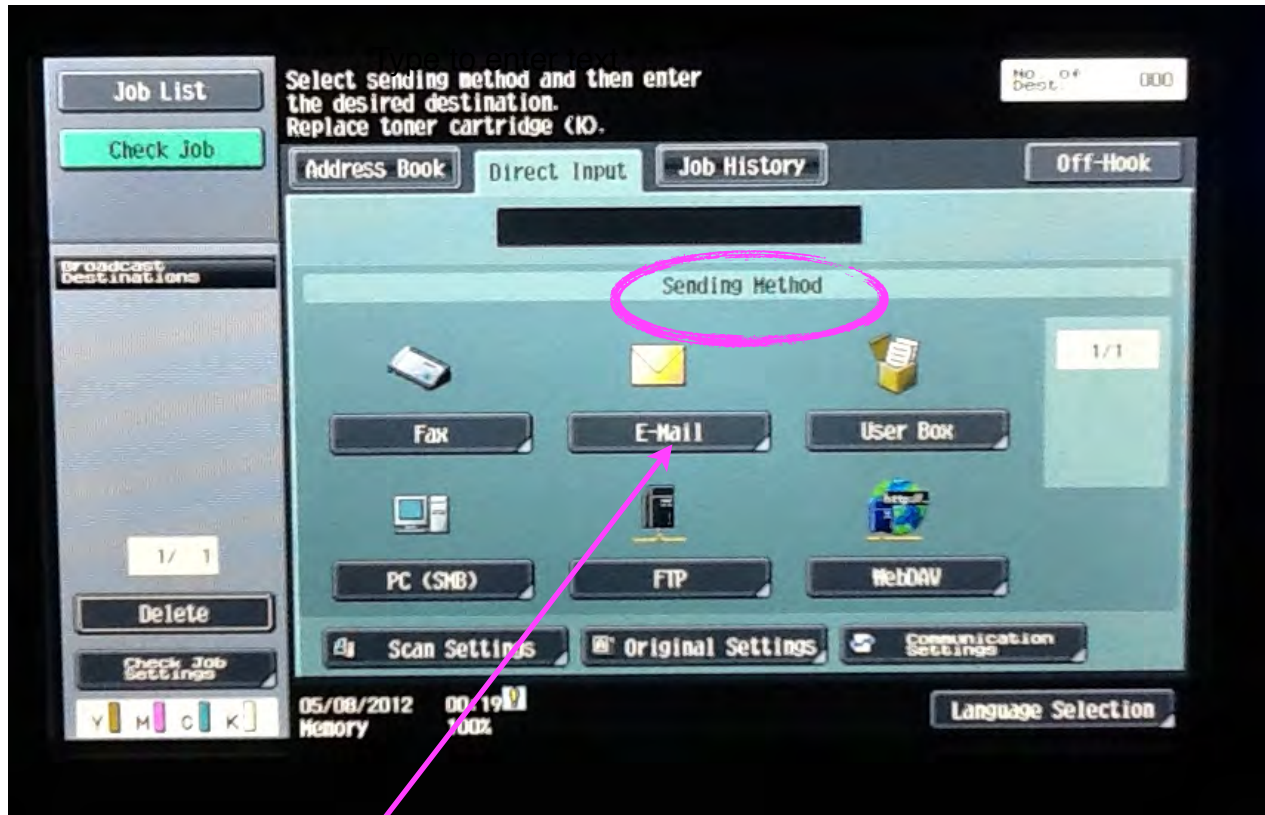


Using the Copy Machine for Scanning

Sending Scan Documents using the "Direct Input" Option.

All scanned documents will be sent to an email account.

The "Direct Input" option allows the document to be sent to any nkasd.com account.

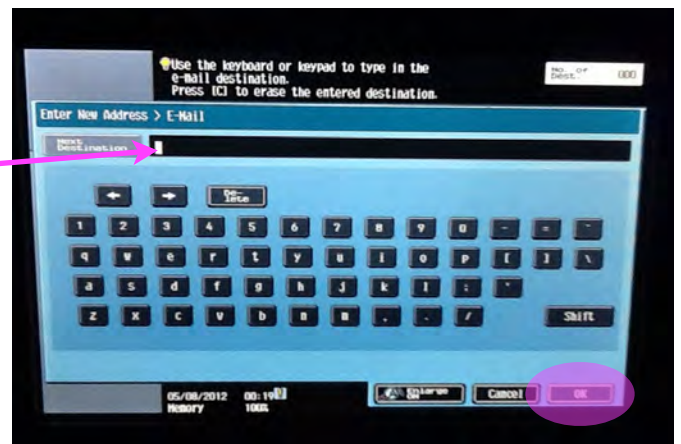


Step 1: Select the "Direct Input" tab.

Step 2: Select "E-Mail" as the sending method.

Step 3: Type in the e-mail address where the document will be sent this could be your e-mail and/or other email address.

Step 4: Tap ok, place your document in the feed tray or on the glass and press the "Start" button.



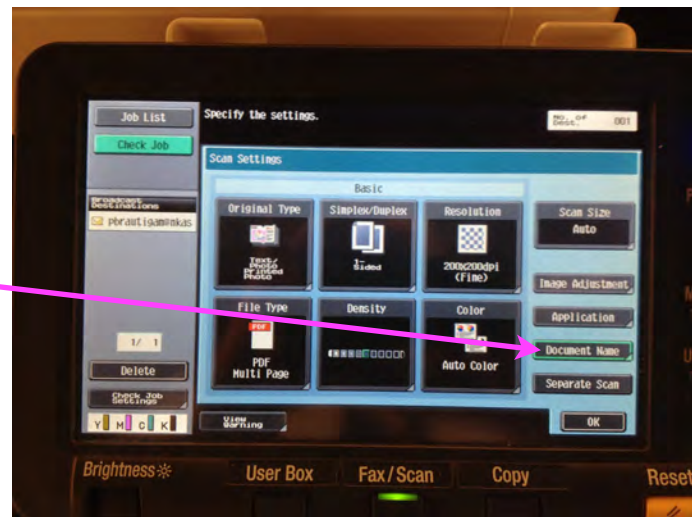
Using the Copy Machine for Scanning

Sending Scan Documents With an edited Document Name.

Step 1: Select the "Scan Settings" button.

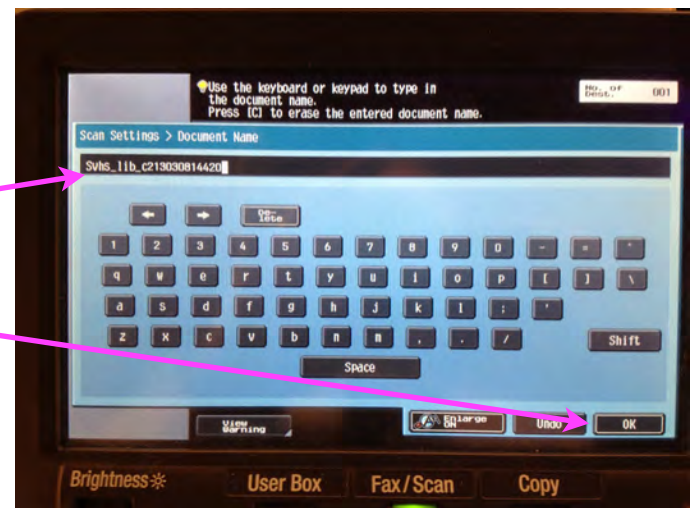


Step 2: Select the "Document Name" button.



Step 3: Edit the Document Name.

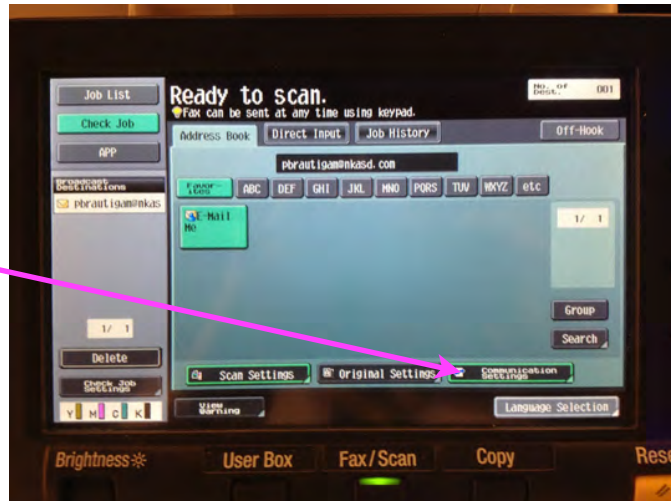
Step 4: Select the "OK" button.



Using the Copy Machine for Scanning

Sending Scan Documents With an edited Subject Heading.

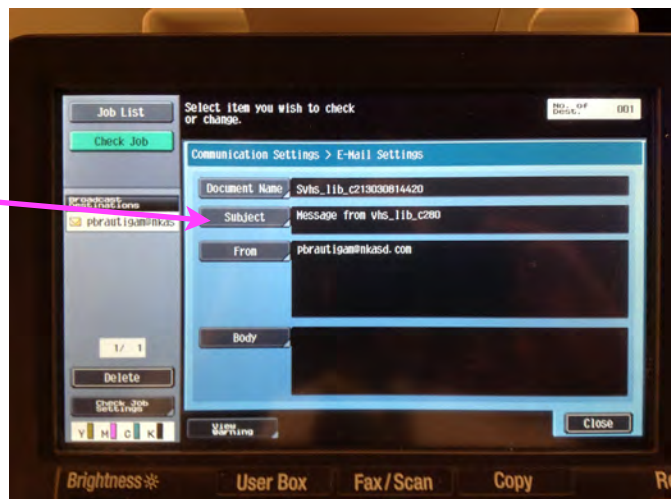
Step 1: Select the "Communication Settings" button.



Step 2: Select the "E-mail Settings" button.



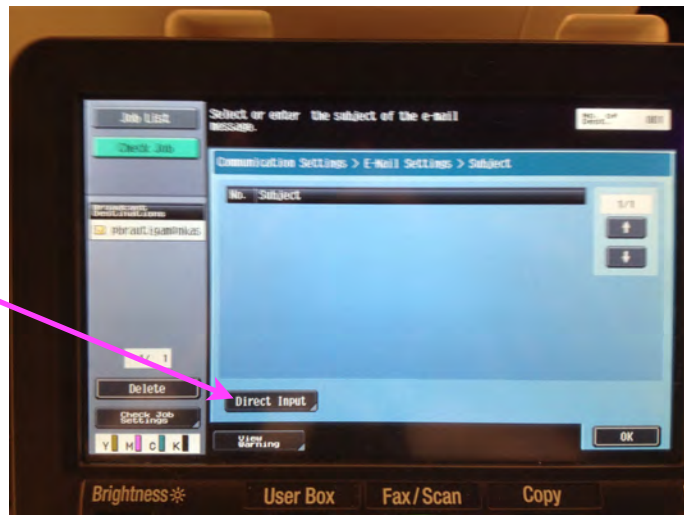
Step 3: Select the "Subject" button.



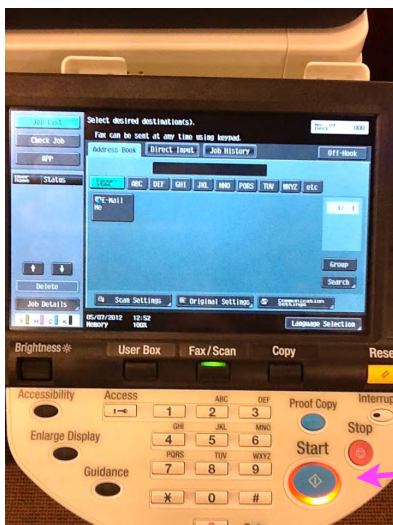
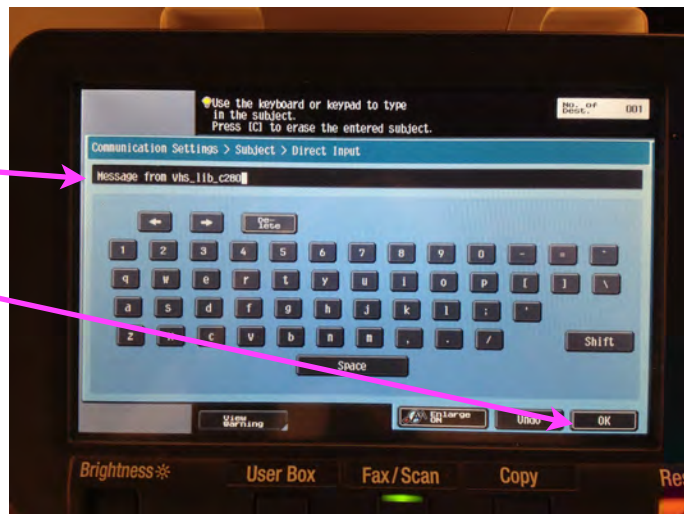
Using the Copy Machine for Scanning

Sending Scan Documents With an edited Subject Heading continued.

Step 4: Select the "Direct Input" button.



Step 5: Edit the subject. Select "OK" when done.



Step 6: You are now ready to scan. Press the "Start" button. Now check your email!